CASE CLOSING MODULE

October 13, 1999
Last updated January 4, 2005

SWSS Project

USER REQUIREMENTS

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1   INTRODUCTION

1.1   Purpose

Automation permits coordination of the case closing process. The case closing module requires the closing of Medicaid, updating current placement and terminating payment authorization before the SWSS FAJ case can be closed.

Case closing prints out a closing FIA-5s and pre-fills many fields the user would have had to do by hand previously. This process is more efficient in SWSS.

1.2   Target Audience

Answer the question: "Who will want to and who will need to read this document, and why?"

The following personnel may also be interested:
- SWSS Trainers
- FIA Help desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's guide
- Zone Children's services specialists
- CFS Policy Staff

2 MODULE NARRATIVE

A direct service or purchase of service worker would be completing the case closing process and this applies to Foster Care, Juvenile Justice or Adoption programs.

The purpose of case closing is to assure that all applicable FIA programs have been closed before permitting closure of the SWSS case. Closing the SWSS case is contingent upon Medicaid and Payment being closed and that placement has been updated to reflect the current placement. Once those processes are complete, the case closing process proceeds and the closing FIA-5S is produced to close the case on CIS.

2.1 Medicaid Closing

If Medicaid is open, the user will be advised to go to the Medicaid section and close Medicaid.

2.2 Payment Closing

If there is an open/active payment authorization, the user will be advised to go to the Payment section in order to terminate the payment.

2.3 Placement Change

If the actual placement is different than the one displayed on the Case Closing screen, the user will be advised to go to the Placement Section, change the placement and generate an FIA-5S to record that change on CIS.

2.4 Case Closing

Once the Medicaid, Payment and Placement Modules are updated, a user will be able to close all companion cases together without having to leave and re-enter the Case Closing section. If the user is not closing all the companion cases, s/he must go to the utilities to separate the companions. The user will choose the child/youth whose case is closing and will enter a close code, date of closing and goal status. There will be a mechanism to produce the closing FIA-5S, once this data is entered. If Medicaid was closed but an FIA-5S was not generated during that process, the closing Medicaid information will also be on the FIA-5S.

3 **NAVIGATION FLOW**

3.1 Screen Interaction

The Case Closing screen displays the open or closed status of Medicaid and Payment for each case. If Medicaid or Payment is open, pop-up messages will appear reminding the user of this.

Displayed on the Case Closing screen are the current provider and living arrangement. If the living arrangement is incompatible with the close code selected, a message will display advising the user to go to the Placement Section and enter the correct information.

The user enters the closing code, corrects the closing date that is pre-filled with a system date, if necessary, and enters a new federal goal status. A mechanism then allows the printing of a closing FIA-5s. Once the FIA-5s is printed a mechanism allows return to the Case Closing Section in order to repeat the process for any other companions.

3.2 System Flow

Interfaces with the Title IVA, and IV D and title XIX systems have not been electronically effected at this time. SWSS will generate documents that need to be walked over either for ASSIST or CIS input.
Elements in Medicaid, Placement and Payment can affect the Case Closing Section. See Requirements List for details.
Cases that are closed and reopened by the Add New process will display information from prior log number but it is read only. Only a Supervisor may re-open a case under the same Log# and only a Supervisor may change information contained in a closed case by a Corrections process.

4 REQUIREMENTS LIST

The comprehensive list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Case Closing module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (CC = Case Closing).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

CC-1	**SCREEN REQUIREMENTS:**	**Testing Status**
CC-1.1	There must be a screen to close active SWSS cases; i.e., a "Case Closing" screen.	NA
CC-1.1.1	The case closing screen must display the following information regarding the children in the current companion group:	NA
CC-1.1.1.1	Log number	NA
CC-1.1.1.2	Case name	NA
CC-1.1.1.3	Program code (CFC, ADPT, JJ)	NA
CC-1.1.1.4	Current state of case	NA
CC-1.1.1.5	Active Medicaid indicator	NA
CC-1.1.1.6	Active Payment indicator	NA
CC-1.1.2	The case closing screen must display information about the child currently selected from the current companion group:[1]	NA
CC-1.1.2.1	Current living arrangement	NA
CC-1.1.2.2	Current provider name	NA
CC-1.1.3	The case closing screen must accept input of the following items for each of the children in the companion group:[1]	NA

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[1] Companion groups apply to Foster Care and Adoption cases only. Juvenile Justice cases will only have one case in the group.

CC-1.1.3.1	Date of closing	NA
CC-1.1.3.2	Close code	NA
CC-1.1.3.3	Cause of death (if the close code is "died")	NA
CC-1.1.3.4	Goal status	NA
CC-1.1.3.5	Transfer County	NA
CC-1.1.3.6	Transfer Supervisor	NA
CC-1.1.3.7	Information given to youth at case closing due to age.	NA
CC-1.1.3.7.1	Available for CFC/JJ cases only	NA
CC-1.1.3.7.2	Required for CFC/JJ cases when close code is "6" (age) unless case supervision was provided by a CPA.	NA
CC-1.1.3.7.3	Allow as many as applicable to be selected.	NA
CC-1.1.3.7.3.1	Birth Certificate	NA
CC-1.1.3.7.3.2	Social Security Card	NA
CC-1.1.3.7.3.3	Medical Passport	NA
CC-1.1.3.7.3.4	Aftercare services pamphlet	NA
CC-1.1.3.8	Reason for Closure	NA
CC-1.1.3.8.1	Available for CFC/JJ cases only	NA
CC-1.1.3.8.2	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.8.3	For sibling cases being closed, prefill for subsequent siblings from previous child, after information initially entered for initial child.	NA
CC-1.1.3.9	List services and needs still to be met and provisions for follow-up services, if any.	NA
CC-1.1.3.9.1	Available for CFC/JJ cases only	NA
CC-1.1.3.9.2	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.9.3	For sibling cases being closed, prefill for subsequent siblings from previous child, after information initially entered for initial child.	NA

CC-1.1.3.10	Was medical/dental/psychological information given to parents?	NA
CC-1.1.3.10.1	Yes/No	NA
CC-1.1.3.10.2	Available for CFC/JJ cases only	NA
CC-1.1.3.10.3	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.10.4	For sibling cases being closed, prefill for subsequent siblings from a previous child, after information initially entered for initial child.	NA
CC-1.1.3.11	Narrative explanation for "Was medical/dental/psychological information given to parents?"	NA
CC-1.1.3.11.1	Available for CFC/JJ cases only	NA
CC-1.1.3.11.2	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.11.3	For sibling cases being closed, prefill for subsequent siblings from previous child, after information initially entered for initial child.	NA
CC-1.1.3.12	Was closure explained to all parties?	NA
CC-1.1.3.12.1	Yes/No	NA
CC-1.1.3.12.2	Available for CFC/JJ cases only	NA
CC-1.1.3.12.3	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.12.4	For sibling cases being closed, prefill for subsequent siblings from previous child, after information initially entered for initial child.	NA
CC-1.1.3.13	Narrative explanation "Was closure explained to all parties?"	NA
CC-1.1.3.13.1	Available for CFC/JJ cases only	NA
CC-1.1.3.13.2	Required for CFC/JJ cases unless case supervision was provided by a CPA.	NA
CC-1.1.3.13.3	For sibling cases being closed, prefill for subsequent siblings from previous child, after information initially entered for initial child.	NA
~~CC-1.1.4~~	~~There must be a mechanism to change the placement if necessary~~	NA

CC-1.1.5	There must be a mechanism to enter comments regarding the case closing.	NA
CC-1.2	There must be a mechanism to navigate to the Placement Section if the last recorded placement is not the current placement.	NA
CC-1.3	There must be a mechanism to navigate to the Payment Section, if payments are open	NA
CC-1.4	There must be a mechanism to navigate to the Medicaid Section, if Medicaid is open or registered	NA
CC-1.5	There must be a mechanism to access the Electronic CIS interface.	NA
CC-1.6	There must be a mechanism to re-establish the case to a registered state in the event that it was closed by accident.	NA
CC-1.7	There must be a mechanism to print the FIA-69x, Notice of Case Closing.	NA
CC-1.8	There must be a mechanism to access Social Work contacts.	NA
CC-1.8.1	If contacts are not entered, advise the user that contacts must be entered.	NA
CC-1.8.2	The case(s) cannot be closed unless contacts are entered.	NA
CC-1.9	There must be a mechanism enter the information and print the FIA-69d Notice of Case Closing.	NA
CC-1.9.1	Allow for selection of any/all of the following "Information given to youth at case closing due to age"	NA
CC-1.9.1.1	Birth Certificate	NA
CC-1.9.1.2	Social security card	NA
CC-1.9.1.3	Medical passport	NA
CC-1.9.1.4	Aftercare services pamphlet	NA
CC-1.9.2	Reason for closure	NA
CC-1.9.3	List services and needs still to be met and provisions for follow-up services, if any.	NA
CC-1.9.4	Was medical/dental/psychological information given to parents?	NA
CC-1.9.4.1	Yes/No	NA

CC-1.9.4.2	Narrative	NA
CC-1.9.5	Was closure explained to all parties?	NA
CC-1.9.5.1	Yes/No	NA
CC-1.9.5.2	Narrative	NA
CC-2	**DATA EDITING REQUIREMENTS:**	NA
CC-2.1	Date of closing must entered and be a valid date and in the format MMDDYYYY	NA
CC-2.2	Close Date cannot be before Date of birth	NA
CC-2.3	Close Date cannot be in the future	NA
CC-2.4	The close date must be within the past ninety days.	NA
CC-2.5	Cause of death must be selected if the close code is "died".	NA
CC-2.6	Close code must be entered, and chosen from the following list of values:	NA
CC-2.6.1	1 - adoption confirmed (The Legal module processes adoption case closing).	NA
CC-2.6.2	2 - adoption disrupted (The Legal module processes adoption case closing).	NA
CC-2.6.3	3 - placed for adoption (The Legal module processes adoption case closing).	NA
CC-2.6.4	5 - married	NA
CC-2.6.5	6 - age	NA
CC-2.6.6	7 - military service	NA
CC-2.6.7	8 - died	NA
CC-2.6.8	9 - petition dismissed	NA
CC-2.6.9	10 - successful completion of probation/parole or satisfactory adjustment	NA
CC-2.6.10	11 - jurisdiction waived to criminal court	NA
CC-2.6.11	12 - consultation / supervision completed - court ward	NA
CC-2.6.12	13 - juvenile court assumes jurisdiction	NA

CC-2.6.13	14 - move to another state	NA
CC-2.6.14	15 - negative response to treatment	NA
CC-2.6.15	16 - OTI activity completed	NA
~~CC-2.6.16~~	~~17 - closed to neglect, open to juvenile justice~~	NA
CC-2.6.17	18 – other	NA
~~CC-2.6.18~~	~~19 – Closed to Juvenile Justice and opened to Neglect~~	NA
CC-2.6.19	20 – Placed with Parent	NA
CC-2.6.20	21 – Placed with Relative	NA
CC-2.6.21	22 – Placed with Guardian	NA
CC-2.7	Close Code 1 can only be used when Order Type is 20. This requirement is not needed if case closing is completed in the Legal Module.	NA
CC-2.8	Close Code 2 can only be used when Order Type is 30. This requirement is not needed if case closing is completed in the Legal Module.	NA
CC-2.9	Close codes "05", "06", "07", "08", "09", "10", "11", "12", "13", "14", "16", ~~"17",~~ "18", "20", "21", or "22" are valid with foster care cases.	NA
CC-2.10	Close codes "08", "16" are valid with adoption cases.	NA
CC-2.11	Close codes "05", "06", "07", "08", "09", "10", "11", "12", "13", "14", "15", "16", "18", ~~"19",~~ "20", "21", or "22" are valid with juvenile justice cases.	NA
CC-2.12	Close code "16" is valid for legal statuses 47 through 49.	NA
CC-2.13	Goal status must be entered and chosen from the following list of values:	NA
CC-2.13.1	3 - goal achieved, services no longer needed	NA
CC-2.13.2	4 - case terminated, services no longer available	NA
CC-2.13.3	5 - case terminated, client request	NA
CC-2.13.4	6 - case terminated, client death or move	NA
CC-2.13.5	7 - case terminated, client refusal	NA
CC-2.14	Only goal status 3, 4, 5, 6 or 7 can be used with foster care	NA

	cases.	
CC-2.15	Only goal status 3 or 6 can be used with adoption cases.	NA
CC-2.16	Only goal status 3, 4, 5, 6, or 7 can be used with Juvenile Justice cases.	NA
CC-2.17	The living arrangement for the case must be either "01", "02", "03", "04", "07", "20", "22", "23", or "27" to be valid for closing.	F
CC-2.17.1	Any living arrangement is valid for close codes "08", "17", and "19".	NA
CC-2.17.2	If the case is a Children's Foster Care case or Juvenile Justice case, living arrangement "12" is also valid.	P
CC-2.17.3	If the case is a foster care case and the closing code is 13 (juvenile court assumes jurisdiction), any living arrangement is valid.	NA
CC-2.17.4	Any out of state living arrangement (LA 22-27) is valid for an OTI case (LS 47-49).	P
CC-2.17.5	If the case is a Juvenile Justice case, close codes 11 and 12 are valid with any living arrangement.	P
CC-2.18	For adoption cases which are not OTI, the order type must be either "20" or "30"; if it isn't, then alert the user and offer to navigate to the legal module.	NA
CC-2.19	The close date must be the same as or later than the open date.	NA
CC-3	**OUT-OF-MODULE REQUIREMENTS:**	NA
CC-3.1		NA
CC-3.2	MAIN MENU REQUIREMENTS:	NA
CC-3.2.1	Correction mode can only be entered for a case for which the user has update privileges	NA
CC-3.3	PRINT FIA-5S REQUIREMENTS:	NA
CC-3.3.1	When the FIA-5S module is editing data before printing a closing FIA-5S, display any missing or incorrect data, allow the user to print the list of errors, but do not allow the user to navigate to the module where the data can be edited from the FIA-5S module. Only allow the user to return to the Case Closing module.	NA
CC-3.3.2	The Print FIA-5S module must be able to print an opening FIA-5S when a case closed in error is being opened via the	NA

	~~corrections mode.~~	
~~CC-3.3.3~~	~~The Print FIA-5S module must be able to print a closing FIA-5S.~~	NA
CC-3.4	PRINT 133a REQUIREMENT: The Print FIA-133a module must be able to print the FIA-133a to register the case when a case closed in error is being opened via the corrections mode.	NA
CC-3.5	PRINT FIA-69 REQUIREMENT:	NA
~~CC-3.5.1~~	~~The FIA-69 must include the ability to enter the period of time covered.~~	NA
~~CC-3.5.2~~	~~The FIA-69 must include the ability to list social work contacts; the date, location, type of contact, and narrative (comments) regarding the contact.~~	NA
~~CC-3.5.3~~	~~The FIA-69 must include the ability to answer the questions in Section IVB of the FIA-69 regarding reasons for replacement and replacement /termination preparation".~~	NA
~~CC-3.5.4~~	~~The FIA-69 must include the ability to answer the questions in Section V regarding whom information was shared with and what information was shared.~~	NA
~~CC-3.5.5~~	~~The FIA-69 must include the ability to answer the questions in Section VI regarding reason for closure, services provided in the past, service being provided, services still needed and medical information.~~	NA
CC-4	**MODULE REQUIREMENTS:**	NA
CC-4.1	Primary Worker, Alternate Worker and the Supervisor are the only ones to have update privileges; all others are read-only.	NA
CC-4.2	Supervisors must be allowed to use corrections mode to correct all the enterable data in the Case Closing module.	NA
CC-4.2.1	These corrections are not sent to CIS.	NA
CC-4.3	Supervisors must be allowed to re-establish a case that was closed in error to a registered state; they must use the corrections mode to do this.	NA
CC-4.4	If supervisor is re-establishing a closed case via the corrections mode to a registered state, print a registration FIA-133A.	NA
CC-4.5	If the case is closed the screen will be display only.	NA
CC-4.6	There must be a mechanism to close companion cases together.	NA

CC-4.6.1	Allow the user to enter different close codes and close date information about each of the cases in a companion group.	NA
CC-4.6.2	If the user does not enter closing data for each case in a companion group, display a message alerting them to the fact that if not all of the companions are to be closed then the companion group must be separated using the Manage Related Cases utility.	NA
CC-4.6.3	If a companion group is being closed, each case must pall all edits before any are transmitted to CIS.	NA
CC-4.7	If MA is not closed a message should tell the worker to close MA before closing the case.	NA
CC-4.8	If there is an active payment authorization, a message should tell the worker to close payments before closing the case.	NA
CC-4.9	The module must have a mechanism to access the CIS Electronic interface.	NA
CC-4.10	There must be a mechanism to navigate to the Placement module if the last recorded placement is not the actual placement.	NA
CC-4.11	There must be a mechanism to navigate to the Payment module, if there is an active payment authorization.	NA
CC-4.12	There must be a mechanism to navigate to the Medicaid module, if Medicaid is open or registered	NA
CC-4.13	Close date pre-fills using today's (system) date but can be changed by the user.	NA
CC-4.14	Display the current Goal Status that was entered in Child Information before it is changed to a closing status	NA
CC-4.15	If victims have been identified, print a victim notification letter that includes the discharge date for each victim upon case closing.	NA
CC-4.16	Only Active or closed cases can be updated with the Case Closing module.	NA
CC-4.17	~~For cases closing with codes other than 17 and 19,~~ Education and Placement records must be ended using the close date.	NA
CC-4.18	Case closing must support Dual Legal statuses.	NA
~~CC-4.18.1~~	~~When closing a case with close code 17 or 19, the user must select the county (county number range 01-83) to which the new JJ/FC case will be transferred.~~	NA

CC-4.18.2	The user must select a JJ/FC supervisory load number from the selected county.	NA
CC-4.18.3	When a FC case creates a JJ case, no legal status is required in the newly created case. This will be input during the Case Registration process.	NA
CC-4.18.4	When a JJ case creates a FC case, the dual legal status will be used to derive the FC case legal status for the newly created case.	NA
CC-4.18.5	Case Closing must check ages and dual legal status when using close code 19.	NA
CC-4.18.5.1	Legal statuses 94 and 52 would close to legal status 44 if the youth is not age 19 or above.	NA
CC-4.18.5.2	Legal statuses 90 through 93 would close to legal status 41 or 42 if the youth is not age 20 or above.	NA
CC-4.18.6	If the age requirements are not met, the FC/JJ case is not to be created, and the original case is to be closed.	NA
CC-4.18.7	If the age requirements are met, or not applicable, Case closing must create the new JJ/FC case.	NA
CC-4.18.7.1	Case closing must copy Funding determinations, Education and Placement data to the new case.	NA
CC-4.18.7.2	Funding determinations, education, and Placement data remain active in the new case.	NA
CC-4.18.7.3	The SWSS case state of "Referred from FC/JJ" is to be used.	NA
CC-4.18.8	The new case must display in Case Listing with the close date for a status date.	NA
CC-4.18.9	Case closing must generate a closing 5S to close the FC/JJ case.	NA
CC-4.19	If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.	NA
CC-4.20	Central Office users (county 84) need inquiry access for case information.	NA
CC-4.21	When re-establishing a confirmed adoption case through the correction process to a registered state, a message must be displayed telling the user that the Adoption Confirmation order/hearing will be deleted from Legal.	NA

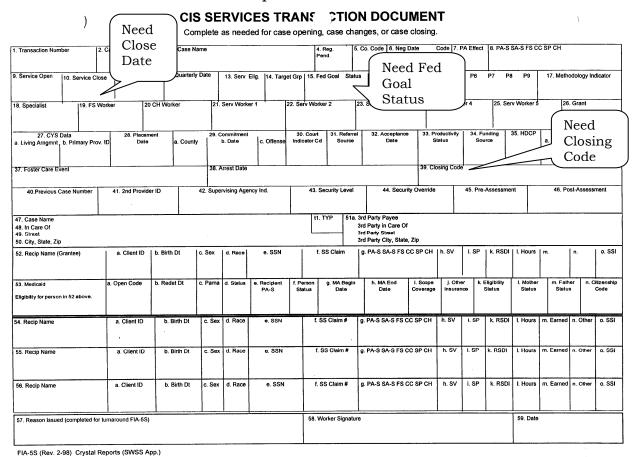| CC-**4.22**	When a case is re-established through the correction process to a registered state, the placement and education information must also be "re-established" and the closing information (e.g., close code, close date, closing orders/hearing) removed.	NA
CC-**4.23**	When a FC case is transferred to JJ with a Dual Legal status, the FC worker becomes the secondary worker.	NA
CC-**4.24**	Case closing must not allow a FC case legal status of 48 or 51 to close with a closing code of "17".	NA
CC-**4.25**	If a case is closed with a closing code of "02", ~~"17" or "19"~~, it cannot be reopened through the correction process.	NA
CC-**4.26**	When re-establishing a closed case which has companions to a registered state, all companion cases will also be re-established to a registered state.	NA
CC-**4.27**	Closing information on a confirmed adoption case (close code "01") must not be correctable.	NA
CC-**4.28**	Ticklers for a given case are to be deleted after the case is closed	NA
CC-**4.29**	When a user enters the Case Closing Module, a message must display to remind the user to update Legal with the most current hearing information before closing the case.	NA
CC-4.29.1	The message must state "Please review the Legal Section to assure the most current hearing information has been recorded before proceeding with Case Closure. This information is critical for Federal reporting purposes."	NA
CC-**4.30**	Only print Social Work Contacts with dates after the most recent USP/PWSP end date.	NA
CC-4.30.1	ID no ISP/USP/PWSP has been completed in SWSS, allow the user to specify the date range for printing the Social Work Contacts.	NA
CC-**5**	**OUTPUT REQUIREMENTS:**	NA
CC-**5.1**	Must be able to print an opening FIA-5S.	NA
CC-**5.2**	Must be able to print a closing FIA-5S.	NA
CC-**5.3**	Must be able to print a registering FIA-133a.	NA
CC-**5.4**	Must be able to print victim notification letters.	NA
CC-**5.5**	Must be able to print the FIA-69x, Notice of Case Closing.	NA

CC-6	MISCELLANEOUS REQUIREMENTS:	NA

5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

CIS SERVICES TRANS CTION DOCUMENT

Complete as needed for case opening, case changes, or case closing.

Need Close Date

Need Fed Goal Status

Need Closing Code

1. Transaction Number	2. C	Case Name			4. Reg. Pend.	5. Co. Code	6. Neg Date	Code	7. PA Effect	8. PA-S SA-S FS CC SP CH
9. Service Open	10. Service Close		Quarterly Date	13. Serv Elig.	14. Target Grp	15. Fed Goal	Status		P6 P7 P8 P9	17. Methodology Indicator
18. Specialist	19. FS Worker	20 CH Worker	21. Serv Worker 1	22. Serv Worker 2	23. S	r 4	25. Serv Worker 5	26. Grant

| 27. CYS Data a. Living Arngmnt b. Primary Prov. ID | 28. Placement Date | a. County | 29. Commitment b. Date | c. Offense | 30. Court Indicator Cd | 31. Referral Source | 32. Acceptance Date | 33. Productivity Status | 34. Funding Source | 35. HDCP a. |
| 37. Foster Care Event | | | 38. Arrest Date | | | | | 39. Closing Code |

| 40. Previous Case Number | 41. 2nd Provider ID | 42. Supervising Agency Ind. | 43. Security Level | 44. Security Override | 45. Pre-Assessment | 46. Post-Assessment |

| 47. Case Name 48. In Care Of 49. Street 50. City, State, Zip | t1. TYP | 51a. 3rd Party Payee 3rd Party in Care Of 3rd Party Street 3rd Party City, State, Zip |

52. Recip Name (Grantee)	a. Client ID	b. Birth Dt	c. Sex	d. Race	e. SSN	f. SS Claim	g. PA-S SA-S FS CC SP CH	h. SV	i. SP	k. RSDI	l. Hours	m.	n.	o. SSI
53. Medicaid Eligibility for person in 52 above.	a. Open Code	b. Redet Dt	c. Pama	d. Status	e. Recipient PA-S	f. Person Status	g. MA Begin Date	h. MA End Date	i. Scope Coverage	j. Other Insurance	k. Eligibility Status	l. Mother Status	m. Father Status	n. Citizenship Code
54. Recip Name	a. Client ID	b. Birth Dt	c. Sex	d. Race	e. SSN	f. SS Claim #	g. PA-S SA-S FS CC SP CH	h. SV	i. SP	k. RSDI	l. Hours	m. Earned	n. Other	o. SSI
55. Recip Name	a. Client ID	b. Birth Dt	c. Sex	d. Race	e. SSN	f. SS Claim #	g. PA-S SA-S FS CC SP CH	h. SV	i. SP	k. RSDI	l. Hours	m. Earned	n. Other	o. SSI
56. Recip Name	a. Client ID	b. Birth Dt	c. Sex	d. Race	e. SSN	f. SS Claim #	g. PA-S SA-S FS CC SP CH	h. SV	i. SP	k. RSDI	l. Hours	m. Earned	n. Other	o. SSI

| 57. Reason Issued (completed for turnaround FIA-5S) | 58. Worker Signature | 59. Date |

FIA-5S (Rev. 2-98) Crystal Reports (SWSS App.)

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof).

The case closing screen must accept input of the following items for each of the children in the companion group:

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ LICENSING Out put doc.
Date of Closing	Date	Numeric	8	Required	CIS - 5S
Close Code	Pick list	Alpha / numeric	2 + text	Required	CIS – 5S
Cause of Death		Alpha	Text	Conditional on Close Code	N/A
Goal status		Alpha / numeric	1 + Text	Required	CIS – 5S

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

SCREEN (Section or Module level. Offers an entry point to the big help file.)

CONTEXT-SENSITIVE ("F1", aka "detail")

STATUS PANEL MESSAGES (formerly known as "Field Level" and "Baby" before that.)

5.1 Module: Case Closing

Field	New Message
Companions *(Panel)*	Select case to be closed
Closing Information *(Panel)*	
Change Placement *(Command Button)*	Select to change placement information
Date of Closing	Enter closing date (MM/DD/YYYY)
Close Code	Select close code
Goal Status	Select goal status
Outputs *(Panel)*	
Print 5S	Print 5S
Comments	Select to enter Closing comments
Cancel	Select to go back without saving changes
Next >>	Select to close case
Continue	Select to close case

8 MODULE DEPENDENCIES

What data must be entered in other modules before this module can be used?

What changes in data within other modules effect this module?
If Medicaid is open, unless a user closes Medicaid the user can not close the case.
If there is an active payment authorization, the user will be taken to the payment module to close that payment.
When a case is closed, only a user with Supervisor security status may change data on the case or reopen it for that Log number.
Once a case is closed, if it is brought back through the Add New process, the prior closed case information will be view only. [Check Accuracy]

9 SCENARIOS

The scenarios that call for data entered by this module.

10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

R+f /A

CHILDREN'S *SWSS*
REQUIREMENTS FORM

Assigned Policy Analyst:	Pat Wilson
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Foster Care Closing Screen *Revised 8/28/97 changes are in italics*

1. **BUSINESS PROCESS.** Describe the current business process for the requested enhancement. Be specific, Include all forms, documents, letters and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.
Per Services Manual policy item 722 p.72: Discharge and case closure are made on the basis of social work principles, the law and or Agency policy. The basic criteria for recommending discharge of wardship are the child's need for protection, adjustment in the community and resolution of the problem(s) which originally led to the child's placement. A narrative Closing Summary report is required but is not included as part of SWSS at this time.

2. **SWSS INTEGRATION.** Describe how this process should be integrated into the *SWSS* application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.
The Case Closing Screen will be the final screen in the foster care flow, following Report Generation. This screen will enable a case to be closed from the active cases assigned to the worker and is necessary for all cases.

3. **DATA ELEMENTS.** List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*
See attached Data Element document.

4. **EDITS.** List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

There are no cross field edits within the foster care closing screen. Edits to other screens are as listed.

Element Name	
	add edit to check if this is a Companion Case: If it is a dialogue box should appear to ask if the worker wants to close the companion cases? If yes, the flow would go to the companions as each case is closed.
Placement Record Screen	A dialogue box must appear showing placement address from the placement screen. The worker will

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print date: 8/28/97

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	then be asked if they wish to update the placement before closing the case.
Payment *Authorization* Screen	If payments have not been closed prior to case closing a dialogue box should ask the worker to return to the payment screen to *end date authorizations.*
Medicaid Data Screen	If Medicaid has not been closed prior to case closing a dialogue box should ask the worker to return to the Medicaid screen and print the 176 . The case closing 5S should then include the codes to close Medicaid.
Services Screen	If services remain open the worker will have the option to automatically close services with the code of 4 Goal Terminated, Case Closed and the current date, or return to the services screen to manually close services individually.

SEE ATTACHED SAMPLE FROM THE DELINQUENCY REQUIREMENTS REGARDING DIALOGUE BOXES ABOVE.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.
The output document for the foster care case closing screen will be a 5S, which will include the three data elements entered on the closing screen and other closing documentation from the associated screens.

6. TRAINING ISSUES *. Describe any procedures contained in these specifications that have been identified as possible training issues.
The case closing screen should be included in general foster care flow. Training should emphasize the need to close payments, MA and services as they occur, not waiting until case closing to remember what dates those should have been closed.
With the addition of Companion Cases the flow for closure will need to be included in training. Companion Case closing codes will not pre-fill as it may be different for each companion.

7. TESTING ISSUES *. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.
Testing issues include making sure a case no longer appears on the active case load after closing and being sure the cross screen edits occur.

8. POLICY ISSUES *. Describe any policy issues that arose as a result of these changes.
No policy changes are anticipated in regards to foster care case closing.

9. DEPENDENCIES. List any dependencies. Include conversions.
No dependencies or conversion issues involve case closing.

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10. **SIGNATURES**

	Signature	Date
Policy Analyst:	*[signature]*	8/28/97
Policy Supervisor:		
BuIS Analyst:		

NOTE: SHOULD A WORKER CLOSE THE WRONG CASE THEY WILL HAVE TO CORRECT IT THROUGH THE CORRECTION PROCESS OR REENTER ALL OF THE NECESSARY INFORMATION. It does not appear possible to re-open a closed foster care case. How this will effect history and AFCARS episodes is not known.
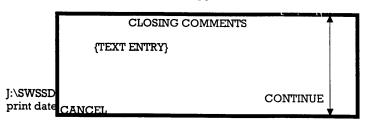
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print date: 8/28/97

/ D

Foster Care Case Closing Screen attachment
as Developed for Delinquency Case Closing
with minor adaptations for foster care
Screen #1

FOSTER CARE SERVICES SUPPORT SYSTEM(SWSS)   APRIL 24, 1997
                    CASE CLOSING SCREEN
                                        CASE NAME: EDWARD RICH
                                        CASE #: K88887654F

case name is a member of a companion case.   LOG #: 1888888
Do you want to close the companion cases?
Yes = fow to companion cases without prefilling
No = go to separate Companion Case Icon on
main menu

CASE CLOSING [   ]   {This pre-fills with today's date, but
DATE   can be overwritten}

CLOSE CODE [   ]   ↓(1-18)

                              NOTE: YOU MAY BE REQUIRED
                              TO NOTIFY YOUR COURT OF
                              THIS CASE CLOSING. A
                              CLOSING SUMMARY REPORT IS
                              STILL REQUIRED.

GOAL STATUS [   ]   ↓(3-7)

                                   ◯ COMMENTS
NEXT PROGRAM: FOSTER CARE MAIN MENU   CONTINUE   CANCEL

OPTIONAL
A worker can, if they chose, enter closing comments by using this comment
button. A Comment Screen will appear if selected. Once the worker has
enter their comments they will return to the Closing Screen to continue the
case closing. These comments will appear in the Comments Menu.

                    CLOSING COMMENTS

          {TEXT ENTRY}

J:\SWSSD   CONTINUE
print date CANCEL

_/ F_

The Placement dialogue box must appear each time. If the other foster care screens have not been updated or closed prior to Case Closing the other dialogue boxes must appear:

PLACEMENT

> Your Placement Screen shows placement as:
> { *show address from placement screen*}
> Do you wish to update before you close?
> **Y   N**

If worker wants to update: **Yes**, worker will return to the Placement screen. No change: Enter **No**, worker will continue the process. Printing a change 5S will be required before proceeding with case closing.
The logic behind using Y / N on this screen instead of OK as follows is that no action is required to continue with the closing. Action is required if payments and / or Medicaid remain open.

PAYMENT
AUTHORIZATION

> Payment *Authorization* remains active. Please terminate *authorization* now by returning to payment *authorization* screen.   ◯   OK

If payment *authorization* has not been terminated, worker must return to the payment *authorization* screen to enter end date. *Payment authorization can not be extended past the case closing date.* Once the case closing process is started it would be desirable to be returned to case closing after terminating payment *authorization*. Can this be programmed in?

MA

> Medicaid remains active. Please close MA now by returning to MA screen.
>
>   ◯   OK

This would only appear when MA is still active in SWSS. It will take a worker to the MA screen so that worker can close MA. Once the case closing process is started it would be desirable to be returned to case closing after terminating Medicaid. Can this be programmed in?

SERVICES

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> Services remain active for this case. Please close services by returning to the Services Screen.
>
>   ◯ OK

/ /ト

This would only appear when services are still active in SWSS. It will take a worker to the services screen so that worker can close them. Once the case closing process is started it would be desirable to be returned to case closing after terminating Services. Can this be programmed in?

AFTER ALL OF THE DIALOGUE BOXES HAVE BEEN ANSWERED, ANOTHER DIALOGUE BOX WILL STATE: PRINT FIA 5S NOW. AND, HOW MANY COPIES? DEFAULT ONE COPY, BUT WILL GO UP TO THE STANDARD.

PRINT A FIA 5S NOW.
HOW MANY COPIES?

copies)   ◯   OK   [1] ↓(1-4

After this is done, the system will take the worker back to the Main Menu.

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11.2 Memos And E-Mails

11.2.1   November 15, 1999

MEMORANDUM

To: Sue London, Director   **Date:** November 15, 1999
SWSS Project

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Adminstration

Subject: Case Closing Module Documentation

We have carefully reviewed the October 13, 1999 User Requirements document on the Case Closing Module (printed October 13 and 20, 1999) and have the following clarifications:

Note: The sections on Module Narrative and Navigation Flow, which were printed on October 13, 1999, are the original sections before the Small Group review. Thus, some of these changes may have already been made.

1. Page 2, Module Narrative, 3rd paragraph: Change the 3rd sentence to read "Closing is contingent upon Medicaid *and Payment* being closed." Delete the rest of the paragraph.
2. Page 2, Placement Change: Change the 3rd word in the 1st sentence (i.e., current) to *actual*.
3. Page 2, Payment Closing: Change the 1st sentence to read "If *there is an open/active payment authorization,* payments are being made through State funds,
4. Page 2, Case Closing: Add a new sentence between the 1st and 2nd sentences *If the user is not closing all the companion cases, s/he must go to utilities to separate the companions.*
5. Page 3, 2nd paragraph: Delete the first sentence 'There is only one Case Closing screen.'
6. Page 3, 3rd paragraph: Delete the first sentence which begins 'Once the Medicaid, placement…..'
7. Page 4, CC-1.1.2 and CC-1.1.3: Begin each requirement with *For Foster Care and Adoption Cases,*

8. Page 5, CC-1.2: Change to read "….. if the last *recorded* placement is not the ~~current~~ *actual* placement."

9. Page 5, CC-2.6.1, CC-2.6.2 and CC-2.6.3: Add a notation that *The Legal module processes adoption case closing*.

10. Page 6, CC-2.8: Change '…Order Type is *30* ~~12.~~

11. Page 6: Add a new requirement between CC-2.11 and CC-2.12: *Close code 16 is valid for Legal Statuses 47 through 49*.

12. Page 7, CC-2.17: Change '21' to *30* (order type codes).

Case Closing Module Documentation

November 15, 1999

Page –2-

13. Page 7, CC-4.6.1: Change 'worker' to *user*.

14. Page 8, CC-4.6.2: Change 'worker' to *user*.

15. Page 8, CC-4.8: Change to read 'If *there is an active payment authorization* ~~Payments are not closed~~

16. Page 8, CC-4.10: Add at end '… Placement module *if the last recorded placement is not the actual placement*.'

17. Page 8, CC-4.11: Change to read '…., if *there is an active payment authorization* ~~payments are open~~.'

18. Page 8, CC-4.17: This will need to be revised based on the discussion of Dual Legal Statuses. The new requirements in Case Closing are
    a. *When closing a case with close code 17 or 19, the user must select the county(county number range of 01-83) to which the new JJ/FC case will be transferred.*
    b. *The user must select a JJ/FC supervisory load number from the selected county.*
    c. *When a FC case creates a JJ case, no legal status is required in the newly created case. This will be input during the Case Registration process.*
    d. *When a JJ case creates a FC case, the dual legal status will be used to derive the FC case legal status for the newly created case.*
    e. *Case Closing must create the new JJ/FC case.*
        1) *Case Closing must copy Funding Determinations, Education and Placement data to the new case.*
        2) *Funding Determinations, Education and Placement data remain active in the new case.*
        3) *A new swss_case_state, Referred from FC/JJ is to be used.*
    f. *Case Closing must check ages and dual legal status when using close code 19*
        1) *Legal Statuses 94 and 52 would close to Legal Status 44 if the youth is not age 19 or above.*
        2) *Legal Statuses 90 through 93 would close to Legal Status 41 0r 42 if the youth is not age 20 or above.*
        3) *If the age requirements are not met, the new FC/JJ case is not to be created, and the original case is to be closed.*
    g. *The close date is to be used as the status date which will display in case listing.*
    h. *An FIA-5S must be generated to close the FC/JJ case.*

19. Add a new requirement: ***If a closing code of other than 17 or 19 is used, the closing date is to be used as the end dates for placement and education.***
20. Page 14, Module Dependencies, 2nd paragraph: Change to read 'If ***there is an active payment authorization, the user will be taken to the payment module to close that payment.***'

Please let me know if you need additional information.

cc: Carol Kraklan
     Sue Doby
     Phil Rock
     Nancy Presocki

11.2.2   Hello Do you remember –Reply –Reply –Reply, 5/25/99

C. 2.

From: Melissa Lonsberry
To: DSS.BUIS(CORKWELLB), JENSENM2
Date: 5/25/99 2:45pm
Subject: Hello Do you remember -Reply -Reply -Reply -Reply

I had other things in my notes, which I guess will be incorporated into a
MAJ/Nancy Memo.
1. Method to record FIA supervised CPA purchased services for recruitment and
supervision. FC care monitor would have to have a way to record this? Would
not go thru normal referral, accept/assign process.
2. Auto print of closing 5s, 3205 (if child receiving ssi), 626 at Order
Placing child. Close code hardcode at 3. Medicaid for FC to auto close. Open
133 for adoption case to autogenerate w/out foster care placement address.
ADPT Case = registered.
3. Skip Medicaid screen on add new OTI's and Adoption opening flow.
4. E-mail notification of denied referrals, Termination petition completed or
dismissed
5. Removal of secondary worker when termination petition dismissed

>>> Mary Ann Jensen 05/25/99 02:26pm >>>
That is also what I remember. Will this Email suffice? Or, do you need a
memo?

>>> Melissa Lonsberry 05/25/99 01:45pm >>>
>>> Bonnie CORKWELL 05/25/99 12:05pm >>>
Here's what I remember:
Please note my responses in BOLD.
End placement when adoption is finalized and when cfc case becomes an adoption
case - fixed. **Saw that!**

If order type 20, hearing date not required - fixed

changing goal/status when going to adoption - MaryAnn sent me e-mail.

remove "Unmarried couple" from family structure & add an edit for same sex
couple - need e-mail from you or MaryAnn **Does this count? Please remove
Unmarried Couple from family structure for adoption cases, as this is against
the law for an unmarried couple to adopt. It would be single female or single
male, or married couple.**

reminder to worker to do closing summary when adoption finalizes - is
finalization when I need to pop up the reminder **Yes.**

Also, Matt asked me about access to Adoption Activity and MARE. Do we allow
the adoption worker access to these two when the case is active and assigned,
registered and assigned, or an adoption case - I think its all 3 instances.
**Adoption Activity is when the case is accepted and assigned to an adoption
worker, irregardless of registered or Active. BOTH FC Statuses are FINE (I
believe this was in a prior e-mail or memo), but the case should have an
assigned adoption worker. Converted adoption cases should be able to
automatically access the Adopt Activity screen, even though they did not go
through the Accept/Assign process . Mare is accessible when the referral**

11.2.3 Case Closing to Print 5S, 5/26/99

C 1

From: Paula PALMATIER
To: virat, carol
Date: 5/26/99 8:50am
Subject: Case Closing to Print 5S

Case closing will allow cases to be closed and cases to be re-opened (via corrections).

Case Closing will call the Print 5S to print a closing 5S.
Source process will be "Close.exe"
Miscellaneous will be "Dispose Close".
Case Closing will stay open and the Print 5S should edit the data and only display the errors and allow the user to print the list.
They should not be allowed to go to the screens.
Print 5S should put some sort of indicator in Miscellaneous and then shut down.
Case Closing will not allow the case to close.
If no errors are found in the 5S, the form will be generated and the user will be returned to the Case Closing screen (shut down 5S) with no user interaction required.

Case Closing will print a 5S to Reopen a case.
Source process will be "Close.exe"
Miscellaneous will be "Dispose Open"
Case Closing will stay open and the Print 5S should edit the data and only display the errors and allow the user to print the list.
They should not be allowed to go to the screens.
Print 5S should put some sort of indicator in Miscellaneous and then shut down.
Case Closing will not reopen the case, it will be registered.
If no errors are found in the 5S, the form will be generated and the case status will be changed to Active. The user will be returned to the Case Closing screen (shut down 5S) with no user interaction required.

The Print 5S must always return to the Case Closing process to allow for the sibling in the group to be processed.

11.2.4 Hello Do you remember –Reply –Reply –Reply, 5/25/99

C. 2.

```
From:       Melissa Lonsberry
To:         DSS.BUIS(CORKWELLB), JENSENM2
Date:       5/25/99 2:45pm
Subject:    Hello Do you remember -Reply -Reply -Reply -Reply
```

I had other things in my notes, which I guess will be incorporated into a
MAJ/Nancy Memo.
1. Method to record FIA supervised CPA purchased services for recruitment and
supervision. FC care monitor would have to have a way to record this? Would
not go thru normal referral, accept/assign process.
2. Auto print of closing 5s, 3205 (if child receiving ssi), 626 at Order
Placing child. Close code hardcode at 3. Medicaid for FC to auto close. Open
133 for adoption case to autogenerate w/out foster care placement address.
ADPT Case = registered.
3. Skip Medicaid screen on add new OTI's and Adoption opening flow.
4. E-mail notification of denied referrals, Termination petition completed or
dismissed
5. Removal of secondary worker when termination petition dismissed

>>> Mary Ann Jensen 05/25/99 02:26pm >>>
That is also what I remember. Will this Email suffice? Or, do you need a
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Here's what I remember:
Please note my responses in BOLD.
End placement when adoption is finalized and when cfc case becomes an adoption
case - fixed. **Saw that!**

If order type 20, hearing date not required - fixed

changing goal/status when going to adoption - MaryAnn sent me e-mail.

remove "Unmarried couple" from family structure & add an edit for same sex
couple - need e-mail from you or MaryAnn **Does this count? Please remove**
Unmarried Couple from family structure for adoption cases, as this is against
the law for an unmarried couple to adopt. It would be single female or single
male, or married couple.

reminder to worker to do closing summary when adoption finalizes - is
finalization when I need to pop up the reminder **Yes.**

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the adoption worker access to these two when the case is active and assigned,
registered and assigned, or an adoption case - I think its all 3 instances.
Adoption Activity is when the case is accepted and assigned to an adoption
worker, irregardless of registered or Active. BOTH FC Statuses are FINE (I
believe this was in a prior e-mail or memo), but the case should have an
assigned adoption worker. Converted adoption cases should be able to
automatically access the Adopt Activity screen, even though they did not go
through the Accept/Assign process . Mare is accessible when the referral

F 2 β

accepted and assigned, but should not be after the ADoption case is OPENED, FC
Case Closed.

11.2.5   SR200008

Jenkins /

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

To: Phil Phillips   Date: 01/21/1999

From: Mary Jenkins

Subject: SR200008

Needs to be
Scanned
for case closing
Section 11

The following are additional details for SR20008. It has been requested that these changes needed for SWSS be available for testing as soon as possible. Please make the following changes in CIS;

Close code - Make close code 4 invalid and add four new close codes

19 - Closed to Delinquency and opened to Neglect - target groups 40, 46, 47, 50 or 52

20 - Placed with Parent - target groups 40, 42, 45, 46, 47, 48, 50 or 51.

21 - Placed with Relative - target groups 40, 41, 42, 44, 45, 46, 47, 48, 50, 51 or 52.

22 - Placed with Guardian - target groups 40, 41, 42, 44, 45, 46, 47, 48, 50 or 51.

Change edit 1415 to **CLOSE CODE NOT 1-3 OR 5-22** for the FSCL transaction.

Change edit 2365 allow the target group, close code combinations listed above.

Edit 2364 **CLOSE CODE REQUIRED FOR PROGRAM 2 OR 4 CLOSE** may be effected by this change.

Previous case number - Make closed cases with target groups 42 and 48 allowed as a previous case number for adoption case opening. Change edit 2372 to **ADOPTION PRIOR CASE TARGET GROUP NOT 41, 42, 44 OR 48.**

Open CFC and Delinquency on Same case number - The FSCC transaction needs to be changed to allow services program 2 and 4 to be active on the same case number. Target group changes from 43 or 49 to 40, 46, 47, 50 or 52 would need to be allowed when the Delinquency (Program 4) service is activated.

A change back to 43 or 49 should be allowed if the program 4 services is inactivated. While the Program 4 service is active, all the delinquency codes are required. When Program 4 is closed, all the delinquency codes are to be removed. Foster care event, adoption type and suffix codes should be allowed to remain unchanged while Program 4 is active.

If the program 2 service closes first, the adoption type, adoption suffix and foster care event code are to be removed.

The following edits are effected

2376 - **INVALID CYS TARGET GROUP CHANGE**

2354 - **ONLY ONE CSMIS PROGRAM MAY BE ACTIVE 2 OR 4**

Page 2

2347,2348,2349,2350 - Allow adoption suffix and type to remain unchanged on case if present when Program 4 service is activated.

2374 - **PROGRAM 2 ACTIVE AND TARGET GROUP NOT 41-45,48,49 OR 51**

2375 - **PROGRAM 4 ACTIVE AND TARGET GROUP NOT 40,46,47,50 OR 52**

2351 and 2352 - Allow foster care event code to remain unchanged while program 4 active.

2368 - **PROGRAM 2 OR 4 CANNOT BE CLOSED WITH FSCC - USE FSCL -** Change to allow one of the programs to be inactivated when both 2 and 4 are active.

cc.
Andi Brendle
Mary Ann Jensen
Sue London
Julie Tubbs-Lott

11.2.6   Addendum 2

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:** April 10, 2000
SWSS Project

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 2

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999. After discussions with development staff, it was noted that the following clarifications are needed:

1. CC-2.7 and CC-2.8: Add at the end "**This requirement is not needed if case closing is completed in the Legal Module**."
2. CC-2.10: Close Code "01" must be deleted.
3. CC-2.17 needs a sub-requirement which states "**Close codes "08", "17" and "19" can be entered for any living arrangement**."
4. CC-2.18 can be deleted.
5. A new requirement is needed: "**When reopening a confirmed adoption case through the correction process, a message must be displayed telling the user s/he must go to Legal to correct (i.e., delete) the Adoption Confirmation Order**."
6. A new requirement is needed: "**When a confirmed adoption case is reopened through the correction process, the placement and education information must also be 'reopened'**."
7. A new requirement is needed: "**When a FC case is transferred to JJ with a Dual Legal status, the FC worker becomes the secondary worker**."
8. A new requirement is needed: "**Case closing must not allow a FC case legal status of 48 or 51 to close with a closing code of '17'**."

Please let me know if you need additional information.

cc: Carol Kraklan
      Phil Rock
      Sue Doby
      Nancy Presocki

11.2.7   Addendum 3

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:**   June 12, 2000
         SWSS Project

From: Mary Ann Jensen, Consultant
         SWSS Policy
         Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 3

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, and April 10, 2000. After focussed testing and discussions with development staff, it was noted that the following clarifications are needed:

1. CC-4.21 must be revised to state "….~~s/he must go to Legal to correct (i.e., delete) the Adoption Confirmation order~~ **that the Adoption Confirmation Order will be deleted from Legal**."
2. CC-4.22 must be revised to state "When a ~~confirmed adoption~~ case is ……….. be 'reopened' **and the closing information (e.g., close code, close date, closing orders) removed**."
3. A new requirement is needed: "**If a case is closed with a closing code of '02', '17' or '19', it cannot be reopened through the correction process**."
4. A new requirement is needed: "**When reopening a closed case which has companions, all companion cases will also be reopened**."

Please let me know if you need additional information.

cc: Carol Kraklan
     Phil Rock
     Sue Doby
      Nancy Presocki

11.2.8   Addendum 4

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:** February 23, 2001
             SWSS Project

From: Mary Ann Jensen, Consultant
             SWSS Policy
             Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 4

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000 and June 12, 2000. After focussed testing and discussions with development staff, it was noted that the following clarifications are needed:

5. Sections 1, 2 and 3 have been revised and are attached.
6. CC-1.1.1.4   must be revised to state "~~Closing information~~ **Current state of case**."
7. Add a new requirement: CC-1.1.1.5 Active Medicaid indicator.
8. Add a new requirement: CC-1.1.1.6 Active Payment indicator.
9. Add a new requirement: CC-1.1.3.5 Transfer County.
10.   Add a new requirement: CC-1.1.3.6 Transfer Supervisor
11.   CC-1.1.4, CC-1.2, CC-1.3 and CC-1.4 must be deleted.
12.   Add a new requirement: CC-1.8 There must be a mechanism to access Social Work contacts.
13.   CC-3.1 must be moved from Out-of-Module requirements to Module requirements.
14.   CC-4.4 must be revised to state "… an opening FIA-5S **and** a registration FIA-133A ~~and victim notification letters for each victim (there may not be victims to notify)~~."
15.   CC-4.6.2 must be modified to state "… using the ~~DECOMPANIONATOR~~ **Manage Related Cases** utility."
16.   CC-4.10, CC-4.11 andCC-4.12 must be deleted.
17.   CC-4.15 must be modified to state "…print a victim notification letter **that includes the discharge date** for each…."

18.　　CC-3.2 through CC-3.5.5 can be deleted.　These requirements are found in the appropriate modules.

These changes are for the requirements documentation only.　They are already included in the application.

Please let me know if you need additional information.

cc: Carol Kraklan   Beth Dean
     Sue Doby   Vicki Weller

11.2.9   Addendum 6

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 24, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 6

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001 and March 29, 2001. After focussed testing (SER #3689) and discussions with development staff, it was noted that the following clarification is needed:

19.   Add a sub-requirement to CC-2.17: If the case is a Juvenile Justice case, living arrangement "12" is also valid.

Please let me know if you need additional information.

cc: Carol Kraklan
    Beth Dean
    Sue Doby
    Vicki Weller

11.2.10   Addendum 7

S T A T E   O F   M I C H I G A N
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:** August 22, 2001
SWSS Project

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 7

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001 and April 24, 2001. SER #4091identified a missing edit. The following edit is needed:

20.   Add a new requirement: Closing code 15 (negative response to treatment) is not valid for any children's foster care or adoption case (legal statuses 41 through 45, 48, 49 and 51).

Please let me know if you need additional information.

cc: Carol Kraklan
     Beth Dean
     Sue Doby
     Vicki Weller

11.2.11   Addendum 8

S T A T E   O F   M I C H I G A N

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:** October 3, 2001
SWSS Project

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 8

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001, April 24, 2001 and August 22, 2001. With the implementation of the Electronic CIS Interface the following modifications are needed:

CC-6.1   CC-1.5 must be modified to state: There must be a mechanism to ~~print the closing FIA-5S~~ **access the Electronic CIS Interface.**

CC-6.2   CC-1.6 must be modified to state: There must be a mechanism to ~~reopen~~ **re-establish** the case **to a registered state** in the event that it was closed by accident.

CC-6.3   CC-4.2 must be deleted. Supervisors must be allowed to use corrections mode to correct all the enterable data in the Case Closing module.

CC-6.4   CC-4.3 must be modified to state: Supervisors must be allowed to ~~reopen~~ **re-establish** a case that was closed in error **to a registered state**; they must use the corrections mode to do this.

CC-6.5   C-4.4 must be modified to state: If supervisor is ~~reopening~~ **re-establishing** a closed case via the corrections mode **to a registered state**, print ~~an opening FIA-5S and~~ a registration FIA-133A.

1. Add a new requirement: CC-4.6.3 If a companion group is being closed, each case must pass all edits before any are transmitted to CIS.

CC-6.6   CC-4.9 must be modified to state: The module must have a mechanism to ~~print a closing FIA-5S~~ **access the CIS Electronic Interface.**

CC-6.7 CC-4.2 must be modified to state: When ~~reopening~~ **re-establishing** a confirmed adoption case through the correction process **to a registered state**, a message must be displayed telling the user that the Adoption Confirmation order/hearing will be deleted from Legal.

Case Closing – Addendum 8
October 3, 2001
Page –2-

CC-6.8 CC-4.22 must be modified to state: When a case is ~~reopened~~ **re-established** through the correction process **to a registered state**, the placement**, funding** and education information must also be **re-established** ~~"reopened"~~ and the closing information (e.g., close code, close date, closing orders/hearing) removed.

CC-6.9 CC-4.26 must be modified to state: When ~~reopening~~ **re-establishing** a closed case which has companions **to a registered state**, all companion cases will also be **re-established** ~~"reopened"~~ **to a registered state**.

CC-6.10 CC-5.1 must be deleted: Must be able to print an opening FIA-5S.

2. CC-5.2 must be deleted: ~~Must be able to print a closing FIA-5S.~~

Please let me know if you need additional information.

cc: Carol Kraklan
     Beth Dean
     Sue Doby
     Vicki Weller

11.2.12   Addendum 9

S T A T E   O F   M I C H I G A N

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director   **Date:**   October 16, 2001
        SWSS Project

From: Mary Ann Jensen, Consultant
          SWSS Policy
          Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 9

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001, April 24, 2001, August 22, 2001 and October 3, 2001. With Statewide implementation, it was noted that the following modification is needed:

CC-6.11   Add a sub-requirement to CC-2.17: If the case is a foster care case and the closing code is 13 (juvenile court assumes jurisdiction), any living arrangement is valid.

Please let me know if you need additional information.

cc: Carol Kraklan
    Beth Dean
    Sue Doby
    Vicki Weller

11.2.13   Addendum 10

STATE OF MICHIGAN

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: February 26, 2002

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 10

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001, April 24, 2001, August 22, 2001, and October 3 and 16, 2001. With Statewide implementation and the identified problems with dual legal statuses (SER #'s 3351, 3897 and 4500), it was noted that the following modification is needed:

1. Add a new requirement: Do not allow the worker to select closing codes 17 or 19.

Please let me know if you need additional information.

cc: Carol Kraklan
    Beth Dean
    Sue Doby
    Vicki Weller

11.2.14   Addendum 12

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S T A T E   O F   M I C H I G A N
FAMILY INDEPENDENCE AGENCY

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MEMORANDUM

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To: Beth Dean, Manager   **Date:** September 16, 2002
          Services Area
           ITMS

From: Mary Ann Jensen, Consultant
          SWSS FAJ Policy
          Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 12

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001, April 24, 2001, August 22, 2001, October 3 and 16, 2001, February 26, 2002 and July 17, 2002. As a result of SER #4972, the following requirement is needed:

2. Add a sub-requirement to CC-2.17: CC-2.17.4 Any out of state living arrangement (LA 22-27) is valid for an OTI case (LS 47-49).

Please let me know if you need additional information.

cc: Pat Wilson
    Sue Tomes
    Vicki Weller

11.2.15   Addendum 13

MEMORANDUM

To:	Daniel Klodt, Manager Services Area ITMS	**Date:**	October 31, 2002

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Child and Family Services Administration

Subject: Case Closing Module Documentation - Addendum 13

It is necessary to amend the Case Closing Module Documentation memos of November 15 and 22, 1999, April 10, 2000, June 12, 2000, February 23, 2001, March 29, 2001, April 24, 2001, August 22, 2001, October 3 and 16, 2001, February 26, 2002, July 17, 2002 and September 16, 2002. As a result of several Remedy tickets, the following requirements are needed:

3. Add a sub-requirement to CC-2.17: CC-2.17.5 If the case is a Juvenile Justice case, close codes 11 and 12 are valid with any living arrangement.
4. CC-2.17.2 must be modified to state: "If the case is a **Children's Foster Care or** Juvenile…"
5. Add a new requirement: CC-2.?? The close date must be the same as or later than the open date.
6. Add a new requirement: CC-4.?? When a user enters the Case Closing Module, a message must display to remind the user to update Legal with the most current hearing information before closing the case.
7. Add a sub-requirement to #4 above: The message must state "Please review the Legal Section to assure the most current hearing information has been recorded before proceeding with Case Closure. This information is critical for Federal reporting purposes. [OK]"

Please let me know if you need additional information.

cc: Pat Wilson
      Sue Tomes

Vicki Weller

STATE OF MICHIGAN

**Department of
Human
Services**

Memo

**Suite 514, Grand Tower
Lansing**, **MI**
www.michigan.gov

Children's Services

Tel: **517 373-2084**
Fax: **517 335-6177**

To:	Daniel Klodt, Manager	**Date:**	03/01/2006
	Services Area		
	DIT		
From:	Mary Ann Jensen, Consultant		
	Children's Services Administration		
Subject:	Case Closing Module Documentation Changes for CMS - Addendum 1		

As a result of testing the CMS requirements, it is necessary to amend the Case Closing Module Documentation Changes for CMS submitted on May 29, 2002. The following requirements must be added:

1. Add a new requirement: CC-4.30: Only print social work contacts with dates after the most recent USP/PWSP end date.
2. Add a new requirement: CC-4.30.1 ID no ISP/USP/PWSP has been completed in SWSS, allow the user to specify the date range for printing the social work contacts.

Thank you for your cooperation.

cc: Mary Somma
      Patty Whitlock
      Vicki Weller

Attachment A: List of SWSS Module Prefixes